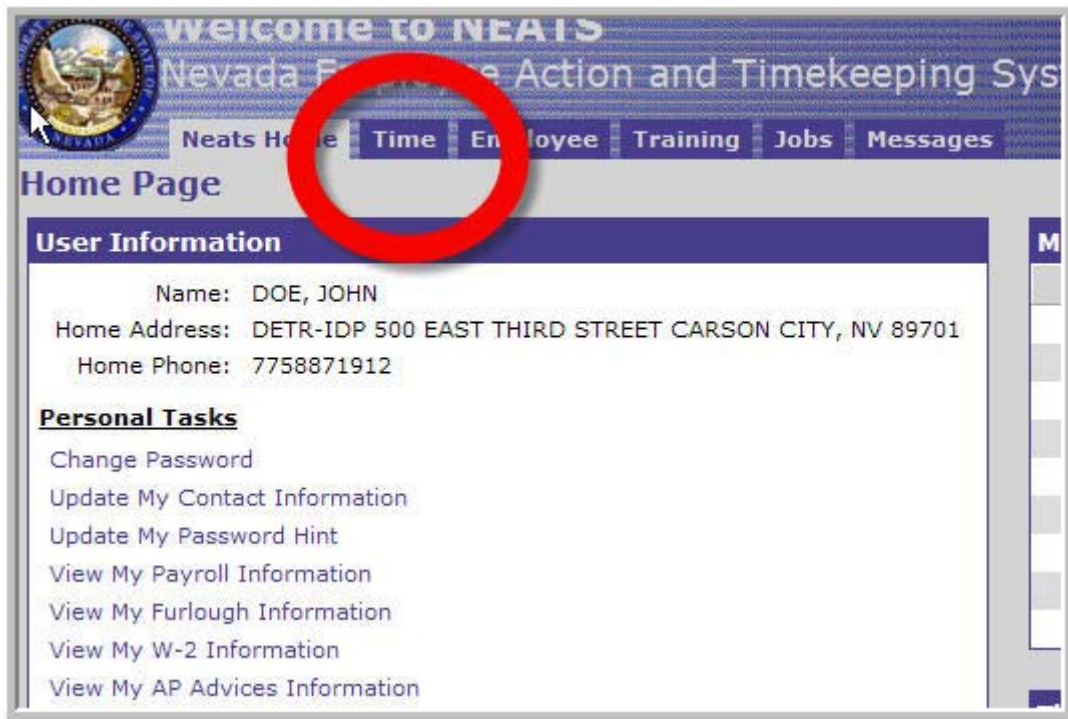
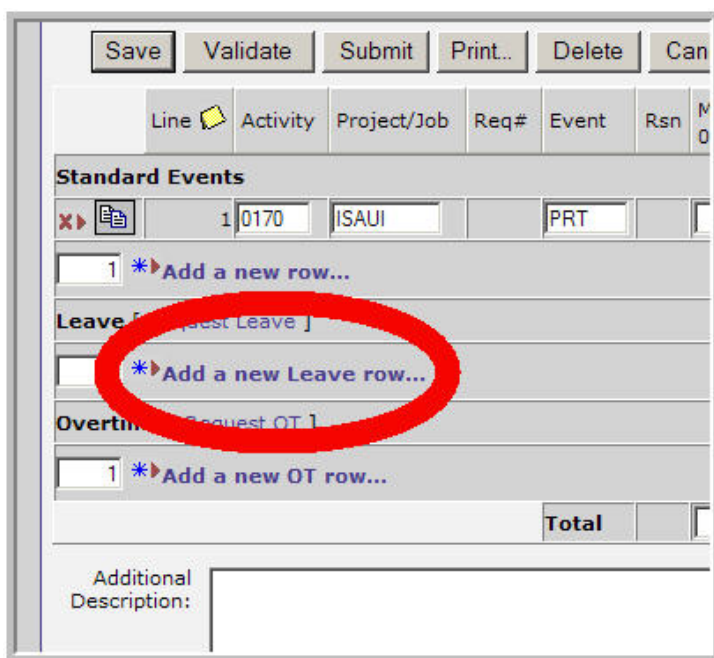


How to enter furlough in NEATS

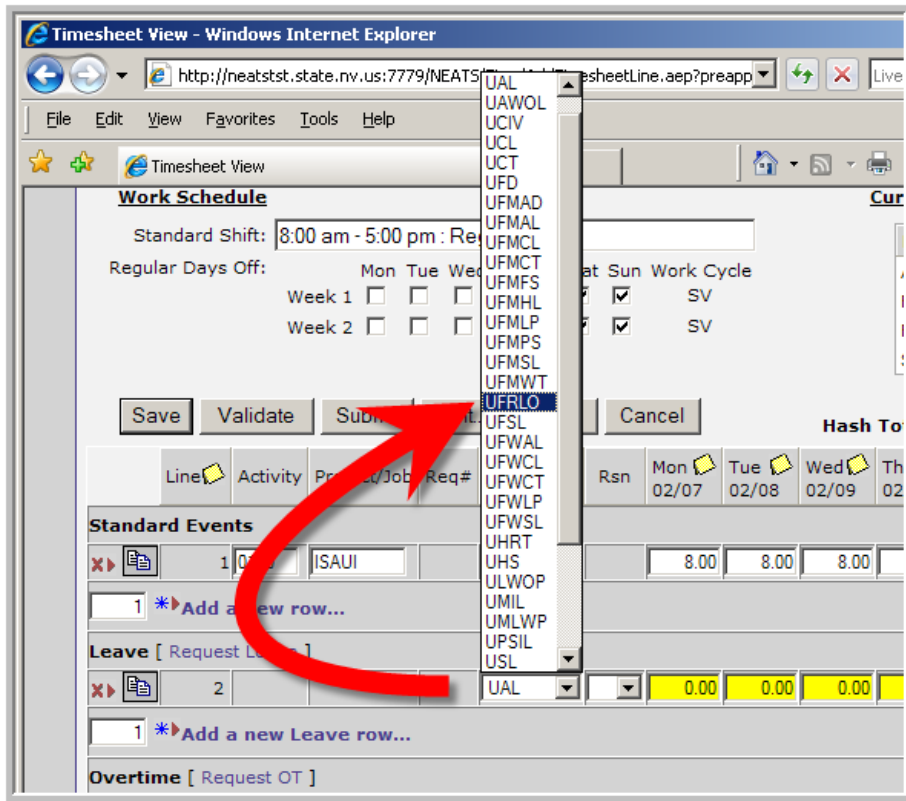
- Login to NEATS and click **Time** on the Time Tab



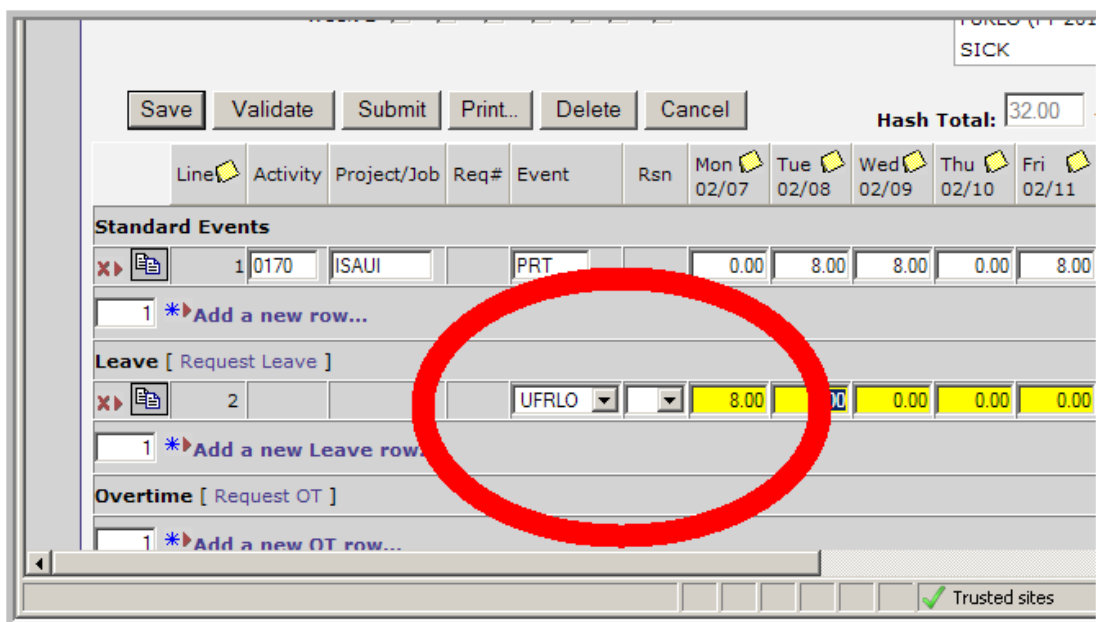
The last timesheet you saved should appear. Click **Add a new Leave row**.



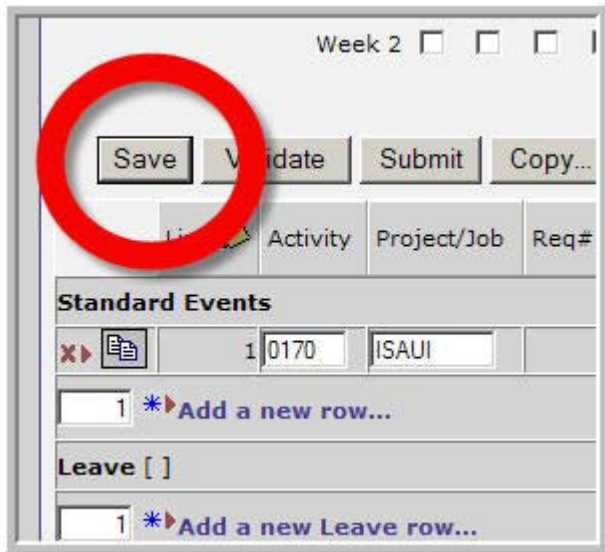
A new leave event row is created. Make sure the new row's event code drop down has **UFRLO** selected.



Record your furlough leave hours on the UFRLO row.



Note that leave events do not require you to enter an activity code or job number. Don't forget to **Save** so you don't lose your work.



The screenshot shows a software interface with a title bar that says "Week 2" followed by three checkboxes. Below the title bar is a row of buttons: "Save", "Validate", "Submit", and "Copy...". The "Save" button is circled in red. Below the buttons is a table with columns labeled "Activity", "Project/Job", and "Req#". Underneath the table is a section titled "Standard Events" with a table containing one row with values "1", "0170", and "ISAUI". Below this table is a button labeled "1 * Add a new row...". Underneath that is a section titled "Leave []" with a table containing one row with the value "1". Below this table is a button labeled "1 * Add a new Leave row...".